

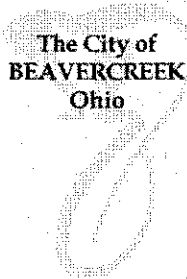
**City of Beavercreek**  
*An Equal Opportunity Employer*

**Position Title: Maintenance Worker**

**Department: Public Administrative Services Department**

**Employment Status: Seasonal**

**FLSA Status: Non-Exempt**



**GENERAL NATURE OF WORK:** This is semi-skilled work in the Public Administrative Services Department, Public Service Division. An employee in this class is responsible for the performance of various physical tasks including assistance in the maintenance of streets, traffic, parks, buildings, and vehicles in the city. Duties are performed under the direction of the Foreman, Section Leader and/or the Equipment Operator.

**EQUIPMENT & JOB LOCATION:** This position requires an introductory knowledge of the operation of equipment, including: dump truck, snowplow, pickup truck, front-end loader, lawn mower, crack sealer, curb machine, jack hammer, and a variety of hand and garden tools. The primary work site is the Municipal Maintenance Facility, city-owned facilities and grounds, and any roadways within the city limits of Beavercreek.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Operates a variety of vehicles, machines, and equipment appropriate to job related tasks.
- Performs routine street maintenance and repair including: streets, gutters, storm sewers, ditches, and curbs.
- Performs seasonal work such as snow removal and lawn mowing.
- Assists in the routine maintenance and repair of city facilities and grounds.
- Ability to perform physical functions, including ability to lift objects, including equipment, furniture, supplies, and/or materials short distances (weight up to 50 lbs.). Ability to climb, bend, balance, and traverse rough ground, and ability to perform these tasks under varied weather conditions.
- Operates light equipment such as tractors and mowers.
- Demonstrates regular and predictable attendance.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Assists in clearing brush and litter removal from streets.
- Establishes safe work zones for street workers.
- Maintains equipment for safe and efficient usage.
- Keeps proper records and work orders for all job related assignments.
- Assists with special event preparation.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain an effective working relationship with city officials, fellow employees, other city employees, and the general public.
- Ability to perform heavy manual labor for extended periods of time.
- General knowledge of the operations and maintenance of job related vehicles, machinery, tools, and equipment.

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- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the close direction of the Foreman, Section Leader and Equipment Operators.

**DESIRABLE TRAINING AND EXPERIENCE:**

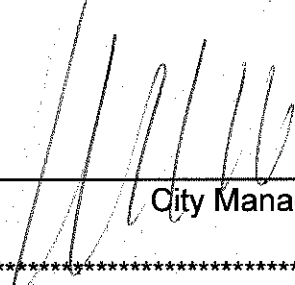
- A high school diploma or the equivalent, supplemented by some experience in routine maintenance; or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Work zone safety, trenching and shoring, confined spaces, and snow and ice training.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must maintain a valid Ohio Driver's License.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Beavercreek.
- Ability to work other than normal working hours, and to work various shifts as necessary.

\*\*\*\*\*

Job Description Approved by:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date